

# **Minutes of the Maine Real Estate Commission**

**JULY 17, 2003**

## **MEMBERS PRESENT**

Sharon Millett  
Earl Black  
David Kitchen  
Jeffrey Mitchell

## **STAFF PRESENT**

Carol J. Leighton, Director  
Karen L. Bivins, Deputy Director  
Judy Brown, Examiner  
Robert Perkins, A.A.G.  
Susan Greenlaw, Secretary

## **MEMBERS ABSENT**

Glenna Nowell

**Location:** Central Conference Room

**Start:** 9:00 a.m.

**Adjourn:** 11:35 a.m.

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## **Minutes – May 22, 2003**

A motion was made by David Kitchen and seconded by Earl Black to approve the minutes of the May 22, 2003 meeting as written. Unanimous.

## **Agenda Modifications**

A motion was made by Jeffrey Mitchell and seconded by David Kitchen to add the following to the agenda. Unanimous.

- Proposed Consent Agreement #2003-063

## **Consent Agreements**

A motion was made by Jeffrey Mitchell and seconded by Earl Black to accept the proposed Consent Agreement in case number 2000-049. Unanimous.

A motion was made by Jeffrey Mitchell and seconded by Earl Black to accept the proposed Consent Agreement in case number 2002-125. Unanimous.

A motion was made by Jeffrey Mitchell and seconded by Earl Black to accept the proposed Consent Agreement in case number 2003-042. Unanimous.

A motion was made by Jeffrey Mitchell and seconded by Earl Black to accept the proposed Consent Agreement in case number 2003-051. Unanimous.

A motion was made by Jeffrey Mitchell and seconded by Earl Black to accept the proposed Consent Agreement in case number 2003-063. Unanimous.

### **Dismissed Complaints**

A motion was made by David Kitchen and seconded by Jeffrey Mitchell to accept the proposed dismissal in case number 2003-037. Earl Black recused himself and left the room. Kitchen, Millett, and Mitchell voted in the affirmative; none opposed. Motion carried.

A motion was made by Jeffrey Mitchell and seconded by David Kitchen to accept the proposed dismissals in case numbers 2000-068, 2000-069, 2000-083, 2002-029, 2002-114, 2003-016, 2003-020, 2003-026, and 2003-041. Unanimous.

### **Appeal – Advisory Ruling Request – Charles Coit**

Mr. Coit submitted a request for an advisory ruling which was denied by the Director. Mr. Coit appealed the Director's denial and, therefore, the issue was brought to the Commission for consideration. A motion was made by Earl Black and seconded by Jeffrey Mitchell to define the questions that may be addressed in an advisory ruling. The issues will be discussed at the next meeting. Unanimous.

### **Director's Report**

**Core Course Update:** The Core Course Committee met on July 10, 2003. Members were provided with a draft that included changes made by the committee. A motion was made by Earl Black and seconded by David Kitchen to accept the proposed changes. Unanimous. The next Core Course Committee meeting is scheduled for August 15, 2003.

The new core course Instructor Training Workshop is scheduled for September 8, 2003. A motion was made by Earl Black and seconded by David Kitchen to make this new core course entitled "Offers and Counter Offers" mandatory as of March 1, 2004. Unanimous.

**Fiscal Year End Reports:** Members were provided with copies of fiscal year end reports prepared by staff.

**Continuing Education Audit Update:** The OLR rule hearing that establishes uniform requirements for the substantiation of continuing education requirements is scheduled for July 31, 2003 at 1:30 p.m. at the Department of Professional and Financial Regulation.

**Associate Broker Exam Performance by School:** This information is being tracked by staff.

### **Next Meeting Scheduled for September 18, 2003**

The meeting was adjourned at 11:35 a.m.

This report respectfully submitted,

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Sharon Millett  
Chairperson

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Carol J. Leighton  
Director